

Title

Executive Director

Summary of Duties

The Executive Director shall operate as the Quincy Retirement System's Chief Executive Officer subject to the direction of the Quincy Retirement Board. The Executive Director shall be responsible for the management of the System's day-to-day operations, including but not limited to the oversight of the System's financial operations, investments, administration of retirement benefits, procurement of supplies and services, and the supervision of employees, consultants and vendors. The Executive Director shall be responsible for insuring that the System operates pursuant to M.G.L. Chapter 32, the PERAC promulgated Rules and Regulations and Board policies. The Executive Director shall keep current by reading professional reports, communicating with professional associations and attending such courses, institutes and seminars as may be necessary or appropriate for the Executive Director's professional development, subject to the approval of the Board.

Essential Functions and Responsibilities**Board Meetings:**

The Executive Director shall attend board meetings; ensure the proper posting of meetings, assemble all documents necessary for meetings and post the agendas and documents electronically for each Board member. The Executive Director shall make arrangements to ensure the attendance at Board meetings of legal counsel, investment consultant and managers, System members and any other individuals that are required. The Executive Director shall be responsible that meetings are properly recorded and minutes prepared in a timely manner, that all hearings are held in accordance with the Open Meeting Law and PERAC regulations and ensure the proper implementation of all Board votes.

Accounting:

The Executive Director shall be responsible for the oversight of the System's financial management including the preparation of all financial records: general ledger, trial balance and receipt/disbursement/adjustment journals. The Executive Director shall ensure that all financial reporting is done in accordance with PERAC's rules and regulations and that the Annual Statement shall be filed in a timely manner. The Executive Director should have working knowledge of Microsoft Word and Excel programs and able to proficiently use the System's PTG retirement software.

Investments:

The Executive Director must be able to prepare investment related documents and process investment transactions such as capital calls, redemptions and payment of management fees.

Retirement Administration:

The Executive Director shall ensure that all System members are provided with prompt and accurate retirement counseling and that all member annuity savings accounts are properly recorded, transferred or refunded as appropriate. The Executive Director shall ensure that all member files are complete and that all member statements are issued in a timely manner. The Executive Director shall ensure that all retirement benefit calculations are accurate and

payments of benefits to retirees and survivors as well as issuance of tax statements are done in a timely manner.

Education, Knowledge, Qualifications and Skills:

The Executive Director shall have a strong math and accounting background, with a Bachelor's degree preferred. The Executive Director should also be familiar with defined benefit plans and M.G.L. Chapter 32. The Executive Director should have significant executive management experience and a general understanding of federal and state laws, rules and regulations that apply to a public body. The Executive Director must have strong analytical skills, attention to detail and the ability to troubleshoot and resolve issues. The Executive Director should possess the knowledge and experience necessary to manage a governmental entity, including an understanding of the laws, rules, regulations and practices associated with the Open Meeting Law, Public Records Laws, Ethics and Conflict of Interest Laws, Procurement Laws, Employment Laws and all other laws, rules and regulations that customarily apply to public bodies and specifically to public retirement systems in Massachusetts.

Salary Range

\$115,000 – 130,000 Commensurate with experience

Application Deadline

January 11, 2019

To Apply for this Position

Please provide both an electronic and a paper letter of interest and resume to:

info@quincyretirement.com & Quincy Retirement Board
1245 Hancock Street
Suite 39
Quincy, MA 02169